Loan Change Request Form

Please note: Changes will only be processed for semesters in which the indicated loan has NOT yet disbursed. Loans in an offered (O) status should be updated by the student via the myShip student portal. A signature is required on this form in order to process pre-disbursement loan changes.

Academic Year  □  2017-2018  □  2018-2019

Direct Student Loan
Adjustment requests to Direct loans must be made by the student borrower and require signature.

☐ I wish to cancel the following Direct Loan type for the specified semester:

Loan Type:  ____ SUBSIDIZED  ____ UNSUBSIDIZED
Semester:  ____ FALL  ____ SPRING  ____ SUMMER

☐ Adjust my Subsidized or Unsubsidized Direct Loan from $__________ to $__________.

Amount will be equally divided between fall and spring semesters, except where the loan offered was for only one semester.

☐ Other- Please explain:____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

____________________________________ ______________________________
Student Name (please print)    Student ID

____________________________________ ______________________________
Student Signature      Date

Direct PLUS (Parent) Loan
Adjustment requests to Direct PLUS (Parent) Loans must be made by the parent borrower and require the parent borrower’s signature.

☐ Cancel the Direct PLUS (Parent) Loan in full for this academic year.

☐ Decrease my Direct PLUS (Parent) Loan from $____________ to $____________.

Amount will be equally divided between fall and spring semesters, except if the loan was processed for only one semester.

☐ Other- Please explain:____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

__________________________________          ______________________________
Student Name (please print)            Student ID

__________________________________          _____________________________________
Parent PLUS Borrower Name (please print)           Parent PLUS Borrower Signature            Date
Private Alternative Loan

To increase your private alternative loan, please contact your lender. For any other changes to your private alternative loan, please select from one of the following options and provide student borrower signature.

☐ Cancel my Private Alternative Loan in full for this academic year.

☐ I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Fall only.

☐ I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Spring only.

☐ Decrease my Private Alternative loan from $_______ to $_______.

*Reduced amounts are equally divided between fall and spring semesters, except if the loan was processed for one semester only.*

☐ Other - Please explain: __________________________________________
   __________________________________________
   __________________________________________

_____________________________________ ______________________________
Student Name (please print)    Student ID

____________________________________ ______________________________
Student Signature      Date

Please note: Changes will only be processed for semesters in which the indicated loan has NOT yet disbursed. Loans in an offered (O) status should be updated by the student via the myShip student portal. A signature is required on this form in order to process pre-disbursement loan changes. Failure to sign this form will result in processing delays.

Please print and return this completed form to Financial Aid in Old Main 101.
Mail: 1871 Old Main Drive, C/O Financial Aid, Shippensburg PA, 17257
Fax: 717.477.4028
Email: finaid@ship.edu
Any questions please contact Financial Aid at 717.477.1131